

Renewal FAQs

Who Has to Renew”?

- Investment adviser firms and investment adviser representatives
- Broker-dealers and registered representatives.

What Happens if I Do not Renew My Registration?

- Registrants who do not renew, will have their registrations terminated effective December 31. The firm has failed to renew along with all their representatives.
- If your registration terminates you will not be able to do business until the registration is reviewed and approved.
 - For investment advisor firms and investment adviser representatives, this entails a full review of all up to date filings and documents requested during the registration review.

What to Expect

- The second week of November, the Firm will receive their preliminary statement notice from FINRA, by email.
- Make sure your email address in CRD/IARD is up to date.
- You will pull the preliminary statement from the Firm account in CRD/IARD.
 - The statement specifies the amount of money needed to fund the Firm’s renewal account. Even if you plan on terminating an individual or with a particular state (not a full withdrawal) before the end of the year, you **MUST** keep the full amount of funds required per the **original** renewal statement in your account, until January; or you will be deemed “Funds Deficient” in all states and will not renew in any state.

The Firm should review the annual renewal program letter received from FINRA to view the schedule of statements, sweeps, and CRD shutdown. www.iard.com/renewal-program

Daily and Renewal Accounts

- The Firm has both a Flex Funding account and a renewal account. If there is enough money in the Flex Funding account, it will sweep to the renewal account per the dates on the FINRA Renewal Calendar.
- When funding the firm account, the funds do not go into the Firm account immediately, it may take several business days for the funds to be moved where it can be applied to the renewal application.
- **The funds will not be counted until that process is complete.**
- You **must have the account funded prior to the system shutdown.** Always double check to make sure the funds are in the account.
- **Do not wait until the end of the month to fund your account. The system shuts down a few days before December 31st.**

Who Do I Contact if I have Renewal Questions ?

- CRD helpline 301-590-6500
- IARD Helpline 240-386-4848 www.iard.com Email iard@finra.org
- Courtney, Susan 717-783-4221 sucourtney@pa.gov
- Galloway, Robyn 717-783-4211 rgalloway@pa.gov